

## Chapter 245. Exposition Center Licensing<sup>1</sup>

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### ***Subchapter A. [Reserved]***

### ***Subchapter B. Discounts for Use of Travis County Exposition Center Facilities by Eligible Entities.***

#### **245.010 Scope**

This Subchapter codifies the policy for offering discounts from the current rate schedule to qualifying entities ("Eligible Entities") granted a license to use certain Travis County Exposition Center (the "Expo Center") facilities.

#### **245.011 Eligible Entities**

The following entities are eligible to receive discounts:

- (1) Governmental and Quasi-Governmental Agencies or Departments. Discounts may be offered to governmental or quasi-governmental agencies or departments that meet the following criteria:
  - (A) the agency or department derives some or all of its funding from Travis County government, either by direct appropriation or contract, and
  - (B) the agency or department is managed or directed by appointees of the Commissioners Court, or by a board

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<sup>1</sup> Chapter 45 was replaced by Travis County Commissioners Court on (4/14/15) (Item 28), and renumbered as Chapter 245 on June 1, 2018 (approved May 15, 2018, Item 7). Chapter 245 was retitled May 29, 2018, Item 8.

composed of one or more members appointed by the Commissioners Court.

This category of Eligible Entities expressly includes Travis County departments and offices; Travis County corporations; organizations of which Travis County is a participating member; Travis County boards and committees; Travis County road districts, emergency service districts and similar entities.

- (2) Charitable Organizations. Discounts may be offered to an entity organized and operating as a tax-exempt organization under 501(c)(3) of the Internal Revenue Code. To be eligible for discounts under this category, an organization must provide up-to-date documentation of valid 501(c)(3) status to the Expo Center Director (the "Director") prior to receiving a discount. Discount rates offered to Charitable Organizations are based on the organization's primary service area. For purposes of this Policy, Travis County will be presumed to be the organization's "primary service area" if:
  - (A) the organization has its principal place of business in Travis County; or
  - (B) 50% or more of the proceeds generated by the licensed Event will benefit Travis County residents.

**245.012 Available Discounts**

Only Exposition Center facility rental fees are subject to discount: licensees will be charged full price for use of all other Expo Center amenities, including equipment, custodial, HVAC, dirt removal and placement, RV parking, electrical hook-ups, water, etc. Facilities that may be discounted are: the Main Arena, Banquet Hall, Skyline Club, Show Barn and Grounds. These facilities may be discounted at the following rates:

- (1) Governmental or Quasi-Governmental Agencies and Departments: 50%
- (2) Charitable Organizations:
  - (A) having Travis County as its primary service area: 25%
  - (B) having its primary service area other than Travis County: 10%

**245.013 Discount Requests**

- (a) Requests for discounts must be submitted in writing to the Director, who will refer the request to the Director of the Travis County Facilities Management Department (the "FMD Director"). The FMD Director will review the written request and determine whether the requesting individual or entity ("Requestor") meets the applicable eligibility criteria

set forth in Section 245.011. If the FMD Director determines that the eligibility criteria have been satisfied, the FMD Director will apply the discounts set forth in Section 245.012 and incorporate such discounts in the Requestor's Event Costing Schedule attached to the Expo Center License Agreement. If the eligibility criteria are not satisfied, no discounts will be applied and full fees will be charged.

- (b) If the FMD Director denies a requested discount, the Requestor may appeal that decision to the County Executive responsible for supervising the Facilities Management Department (the "County Executive"). If the Requestor disagrees with the County Executive's decision, the Requestor may appeal that decision to the Travis County Commissioners Court, whose decision will be final.

#### **[245.014 – 245.020 Reserved for Expansion**

#### ***Subchapter C. Refunds***

##### **245.021 Scope**

This Subchapter applies to requests for refunds of deposits and other fees paid by Expo Center licensees that arise from circumstances that fall within one or more of the following categories ("Eligible Refund Requests"):

- (1) licensee is forced to cancel the event due to unforeseen circumstances beyond licensee's reasonable control;
- (2) Expo Center personnel inadvertently overbook the facility;
- (3) extreme weather conditions render use of the licensed facility unsafe;
- (4) the mechanical (HVAC) system fails during the licensed Event (refund for cost of utilities only).

##### **245.022 Refund Requests; Processing of Requests**

- (a) The Director will receive and review all Eligible Refund Requests.
- (b) The Director will make a recommendation whether to grant or deny the Eligible Refund Request and will forward that recommendation, in writing, to the FMD Director.

##### **245.023 Decision by FMD Director; Appeals**

- (a) If the Director recommends granting the Eligible Refund Request and the FMD Director agrees with that recommendation, the FMD Director will approve the Eligible Refund Request and will communicate such approval, in writing, to the licensee. The refund will be processed according to standard County policy.

- (b) If the Director recommends granting the Eligible Refund Request but the FMD Director disagrees with that recommendation and determines that the refund is not warranted, the FMD Director will deny the Eligible Refund Request and will communicate such denial, in writing, to the licensee. The licensee may appeal the decision to the Commissioners Court.
- (c) If the Director recommends denial of the Eligible Refund Request and the FMD Director agrees with that recommendation, the FMD Director will communicate such denial, in writing, to the licensee. The licensee may appeal the FMD Director's decision to the Commissioners Court.
- (d) If the Director recommends denial of the Eligible Refund Request but the FMD Director disagrees with that recommendation and determines that the refund is warranted, the FMD Director will approve the Eligible Refund Request and communicate such approval, in writing, to the licensee.